



CAMPAIGNS & EVENTS INTERN

Description:

- The Campaigns & Events Intern will assist with managing UWP's fundraising campaigns and events. From creating a campaign on our website, prepping materials for an event, to recruiting volunteers for our end of year mailing, you'll be involved in every detail of helping us plan, execute, and evaluate our fundraising campaigns and events.

Responsibilities:

- Provide donation reports to fundraisers & track event expenses
- Communicate with potential and active fundraisers
- Manage the lifecycle of a campaign
- Recruit and organize volunteers for events
- Accurately record event and campaign data in Salesforce
- Manage the logistics, planning and execution of events & UWP fundraising appeals
- *You may be required to attend certain events that take place on the weekends, outside of your established schedule*

Qualifications:

- Excellent written & verbal communication skills
- Detail-oriented & able to multitask
- Creative problem solver
- Respect of confidential information

Time Commitment:

- 10-20 hrs/week

Location:

- UWP Office in Lima, NY

To apply, please submit a resume and cover letter to the Ugandan Water Project's Event Coordinator, Maddy Campbell, at maddy@ugandanwaterproject.com. Applications are accepted on a rolling basis.